



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## RECRUITMENT BULLETIN

Position: **Office Automation Clerk**

Series & Grade: **GS-326-04**

Salary: **\$23,744.00 per annum**

The Special Assistant to the Director on Equal Opportunity and Diversity (EOD) of the Financial Crimes Enforcement Network (FinCEN) is seeking a student to work part-time (at least 20hrs. a week). The student will serve in the Student Temporary Employment Program which provides flexible, temporary employment for students to earn salary while continuing studies. Duties of the position are not required to be related to incumbent's academic or career goals.

**STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP):** Applicants must be enrolled or accepted for enrollment as degree seeking student taking at least half-time academic, technical, or vocational course load in an accredited high school, technical or vocational, 2 or 4 year college or university, graduate or professional school. Applicants must be 16 years of age or older. Temporary part-time employment not to exceed one year.

### **SUMMARY OF DUTIES:**

The student will compile statistics and researches information on various aspects of the EOD program to assist the EOD Program Manager and EEO/EOD Specialists in conducting studies, developing reports and evaluating program effectiveness. Files a variety of material including maintaining and updating directives, manuals, regulations and research material. Responds to various inquiries concerning program activities. Establishes and maintains EEO complaint files. Assembles and transmits complaint information. Opens and sorts correspondence, and refers items to appropriate staff members. Answers the telephone referring callers to the requested staff member, supervisor, or appropriate individual. Takes messages for employees who are not immediately available, and provides readily available information to inquiries of a general nature. Performs other miscellaneous duties consisting of making photo static copies, scheduling conference rooms and notifying participants, etc.

### **Qualification Requirement:**

One year of general experience or two years of education beyond high school.

### **Knowledges, Skills and Abilities Required:**

Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents, such as letters, reports, spreadsheets, databases, and graphs.

Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.

Knowledge of rules, procedures, or operations applied to clerical assignment to perform the routine, procedural work of the office, such as preparing and editing documents, maintaining files/records, making and preparing travel arrangements, screening telephone calls and visitor, and processing mail.

Knowledge of filing systems and procedures and the subject matter content of the materials being processed.

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS POSITION:**

This position requires the ability to type at least 40 words per minute. You must submit a statement certifying that you type this speed.

**Background Investigation:** The Student applicant must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**HOW TO APPLY:**

Applicants must submit a resume and a copy of college transcript or list of college courses to include hours and grades.

Please mail to: The Financial Crimes Enforcement Network, Human Resources, P.O. Box 39, Vienna, VA 22183, Attn: Stacey Stevens.

Application package must be postmarked by March 21, 2003.

For additional information, please call Stacey Stevens (703) 905-3849.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**